



**CITY OF LONG BEACH**  
**EMPLOYMENT OPPORTUNITY- EXTENDED**  
Public Health Professional I (Full Time/Unclassified)  
Physician Services Bureau  
\$26.162 - \$35.57 per hour  
**DEPARTMENT OF HEALTH & HUMAN SERVICES**

**POSITION:**

The City of Long Beach Department of Health and Human Services, Physician Services Bureau, is recruiting for a Public Health Professional I position. Under supervision of the HIV/STD Surveillance Coordinator, the Public Health Professional I will provide quality management and supervision of HIV program activities. The position is located at the Main Health Department Headquarters, 2525 Grand Ave. in Long Beach, CA 90815.



**EXAMPLES OF DUTIES:**

- Develops and reviews quality management metrics across multiple HIV service delivery and surveillance based activities.
- Monitors established quality metrics to ensure HIV program compliance through tracking, monitoring, and evaluation of program related data.
- Provides supervision of staff conducting HIV and Syphilis partner services and linkage to care activities.
- Prepares program progress reports and other HIV data/surveillance based publications.
- Identifies gaps in services and or programs and makes recommendations for changes or improvements.
- Provides training to medical providers and ancillary staff on HIV/STD reporting regulations and procedures.
- Monitors for program compliance to all applicable HIV laws and regulations.
- Other duties as assigned.

**QUALIFICATIONS:**

- Graduation from an accredited college or university with a Bachelor's Degree in Public Health or closely related field. Master's Degree preferred.
- A valid California Class C Driver's License.

**QUALIFICATIONS (cont.):**

- Two or more years of progressively responsible experience working in the field of HIV and/or Sexually Transmitted Diseases (desirable).
- Two or more years of experience conducting quality management activities and data analysis (desirable).

**SUCCESSFUL CANDIDATE WILL DEMONSTRATE:**

- The ability to work independently, exercise sound judgment, be flexible and manage multiple assignments within a fast paced working environment and under tight deadlines.
- Proficiency in the use of computers including email, internet and office productivity software (e.g. Microsoft Word and Excel).
- Outstanding organizational skills and the ability to be detail oriented and forward thinking.
- Effective interpersonal, written and verbal communication skills.
- The ability to work internally and externally, with diverse groups and populations.

**APPLICATION PROCESS:**

This recruitment will close at 4:30 p.m. (Pacific Time) on Friday, July 8, 2016. To be considered, please email a letter of interest and resume to the email address below. Please include "**Req HE16-041 PS PHP I HIV**" in the email subject line:

**[LBDHHS-JobApplications@longbeach.gov](mailto:LBDHHS-JobApplications@longbeach.gov)**

Résumés will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered.

(Req. HE16-041)

***The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.***

*The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.*

*If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4009. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.*